



1921

GLENCOE GOLF CLUB OUTING REQUEST

Fax outing request to (847)835-3715 or mail to 621 Westley Rd. Glencoe, IL 60022

NAME OF EVENT: _____

EVENT SPONSOR _____

ADDRESS _____

CITY, STATE, ZIPCODE _____ E-MAIL ADDRESS _____

HOME PHONE # _____ SECONDARY PHONE # _____

NUMBER OF PARTICIPANTS _____

REQUESTED DATE _____ ALTERNATE DATE _____ REQUESTED TIME _____

TYPE OF OUTING (read special event terms and agreements to see which outing type is right for you.) _____

ADDITIONAL INFORMATION

For office use only:

Date Received: _____

Amount Received: _____



Initial: _____

SPECIAL EVENT TERMS AND CONDITIONS

OPTION 1: **Exclusive Golf Event**

-The exclusive golf event or 'shotgun' tournament may be booked Monday through Friday. The 'shotgun' format is where all groups start simultaneously throughout the course. Please check the corresponding pricing below for golf only. Food and beverage packages are available at an additional per person charge, no outside food or beverage is allowed. Your event coordinator will determine starting times.

The following amenities will be provided:

INCLUDES

- ◆ Greens Fees and Carts
 - ◆ A warm up session at the Driving Range
 - ◆ Score Cards & Cart Assignments
 - ◆ Professional Bag Drop Services
 - ◆ Fully stocked Golf Shop-Gift Certificates available
 - ◆ Tee gift and Special Order privileges
 - ◆ Glencoe Golf Club's professional staff to manage and score your event
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CHARGES AND MISCELLANEOUS INFORMATION

- ◆ The minimum event charge, including all of the above, is \$7,500 or \$65 per person, or whichever is greater.
- ◆ The full amount charged must be paid two weeks prior to event.
- ◆ The event sponsor shall pay for the guaranteed number of players.
- ◆ Other items requested will be subject to additional taxes and gratuities.
- ◆ For each additional cart after 64, there will be a \$ 45.00 rental charge.
- ◆ Glencoe Golf Club will cater all food and beverage. ("Outside" Food or Beverage Will Not Be Allowed).
- ◆ A Collared Golf Shirt is required. Tank tops or Tee Shirts will not be permitted.
- ◆ Metal Spikes are not permitted.



Initial: _____

SPECIAL EVENT TERMS AND CONDITIONS

OPTION 2:

Standard Tee Time Golf Event

-The standard tee time golf event may be booked Monday through Sunday. Glencoe Golf Club will try to accommodate your requested Tee-Time when possible. A **minimum of 16 players** is required to hold a golf event at Glencoe Golf Club. The golf course will accommodate other golfers throughout the day, while maintaining the integrity of your event.

The following amenities will be provided:

INCLUDES

- ◆ Greens Fees and Carts
 - ◆ A warm up session at the Driving Range
 - ◆ Glencoe Golf Club's Professional Staff to manage your event
 - ◆ Fully stocked Golf Shop-Gift Certificates available
 - ◆ Tee gift and Special Order privileges
 - ◆ Score Cards & Cart Assignments
-

CHARGES AND MISCELLANEOUS INFORMATION

- ◆ The event charge for a Standard Golf Event: Monday-Thursday is \$65.00 per person.
- ◆ The event charge for a Standard Golf Event: Friday, Saturday, Sunday & Holidays is \$75.00 per person.
- ◆ The amount charged must be paid two weeks prior to event in full.
- ◆ The event sponsor shall pay for the guaranteed number of players unless notification is made to the Pro shop two weeks prior to event.
- ◆ Glencoe Golf Club will cater all food and beverage. ("Outside" Food or Beverage Will Not Be Allowed).
- ◆ Closest to Pin and Long Drive contest pins will be made available upon request.
- ◆ Special Pricing on Merchandise.
- ◆ A Collared Golf Shirt is required. Tank Tops or Tee Shirts will not be permitted.
- ◆ Carts are Mandatory.
- ◆ Metal Spikes are not permitted. Coolers will not be allowed.



Initial: _____

SPECIAL EVENT TERMS AND CONDITIONS

BOOKING EVENTS

Glencoe Golf Club accepts event bookings Monday through Friday for groups between 16 and 144 players, the Club can accommodate 100 people sitting for dining purposes. Groups larger than 100 requesting a seating area will have to pay an extra charge for tent rental. Tee-times and shotgun starts can be accommodated at Glencoe Golf Club, before 9:30 am, with several food and beverage options, including on course beverage services. In addition, we can provide assistance with a variety of games, events, gift certificates or tee prizes.

At Glencoe Golf Club, your options are endless! Our professional staff is available to assist with your golf event to ensure that you and your guests have a memorable day. Please feel free to discuss any ideas not mentioned with a Glencoe Golf Club representative.

GOLF OUTING

- A. The outing format, contests, clinics and other golf activities will need to be coordinated and approved by the General Manager or Head Golf Professional. The outing sponsor will provide Glencoe Golf Club with a list of players at least one week in advance of your event. Our staff will prepare the pairings, scorecards, cart assignments and rules sheets for your convenience.
- B. All fees include use of a motorized golf cart. Each cart is limited to no more than two riders at any time. Privately owned golf carts are not permitted on the property. Customers driving golf carts must be licensed drivers and junior golfers over age 16 may be asked to present a valid driver's license before use of the golf cart is allowed. All golf carts are to be returned to the staging area immediately following the conclusion of play.
- C. All players are expected to complete their round of golf within the speed of play established by Glencoe Golf Club, typically (4 1/2) hours or less. It is each group's responsibility to be observant of it's' position on the course and keep pace with the group ahead. The player's assistant has the authority to keep play moving at the proper pace for everyone's enjoyment.
- E. Final payments for an event must be made two weeks prior to the day of the event. For internal accounting purposes, Glencoe Golf Club requires separate payments - one for the golf charges and a second for all food and beverage charges.

GOLF COURSE CARE

All players are expected to repair their ball marks, rake sand bunkers and replace divots. The organization is responsible for the removal of all signs and other tournament paraphernalia immediately after your event.



Initial: _____

SPECIAL EVENT TERMS AND CONDITIONS

INCLEMENT WEATHER

- A. The parties agree with the United States Golf Association Rule 6-8, which states in part, “Bad weather is not of itself a good reason for discontinuing play.” Dangerous weather may be a reason to temporarily suspend play; however, total cancellation for weather reasons will occur only if Glencoe Golf Club deems the course to be unplayable and unlikely to return to playable status in a reasonable time to complete the entire event. The parties further agree that, most players having completed at least nine holes of golf, is sufficient to conclude the tournament and decide winners (“CONSTRUCTIVE CONCLUSION”). There will be no reduction of the golf fee if, in the sole judgment of Glencoe Golf Club, the tournament has progressed sufficiently for such Constructive Conclusion. (Glencoe Golf Club will provide its’ indoor facilities for alternative forms of entertainment, if arranged in advance, as a contingency between Glencoe Golf Club and the Organization.) The parties agree that if Glencoe Golf Club closes the course on the day of the event before Constructive Conclusion, Glencoe will work with the organization to set a later date for the event to take place.
- B. The Organization understands and agrees that the food and beverage arrangements will not be cancelled or, that any items ordered through Glencoe Golf Club such as tee gifts or prizes will apply, regardless of any cancellation of the golf tournament on the day of the event.
- C. If the Glencoe Golf Club determines that the course is not fit for motorized carts, but open for walking groups only, the event will be expected to play as scheduled. A discount will be applied to the outing fee for the electric carts not being utilized. If extra carts are ordered for the event the delivery fee will be split between the organization and the Golf Club.

FOOD AND BEVERAGE

Glencoe Golf Club reserves the right to provide all food and beverage product within its licensed banquet and public areas. The club will not permit the importing of any food or beverages anywhere on the property.

RESPONSIBLE ALCOHOL MANAGEMENT POLICY

Glencoe Golf Club believes that our guests deserve exceptional service and product. It is our responsibility to provide everyone with an environment conducive to warm social gatherings, recreation and camaraderie. As the service of alcoholic beverages relates to this activity, we believe it is our obligation to maintain this environment and be considerate of the best interests of our guests and the community.

Glencoe Golf Club is committed to acting responsibly in the sale of alcoholic beverages and is dedicated to the ongoing education of our service staff in matters relating to alcoholic service. In this way, we can continually provide quality service.

Because of our commitment, we maintain the right to refuse service to anyone who may jeopardize his or her own safety and the safety of others as a result of alcoholic consumption. While we believe our guests possess a high degree of responsibility, we maintain this right on their behalf and the behalf of the Village.



SPECIAL EVENT TERMS AND CONDITIONS

CHARGES AND TAXES

All charges will be based on the minimum guarantee or the actual number of participants, or whichever is greater. The full amount charged must be paid two weeks prior to event. We will only accept checks made out to **Glencoe Golf Club** or cash.

Food and beverage are subject to state and local sales tax. (Non-profit organizations that are exempt from state and local sales tax must provide Glencoe Golf Club with a copy of the current exemption certificate issued by the State of Illinois prior to the event).

LIABILITIES

In condition of its' use of Glencoe Golf Club facilities for it's event, for itself, its' successors or assigns, or its' heirs, executors and administrators, the Organization releases and forever discharges Glencoe Golf Club, Inc., The Village of Glencoe, their successors and assigns, and all of their members, managers, parent and affiliated companies, directors, officers, employees and agents and their heirs, executors and administrators, from any and all manner of claims, demands, damages, causes of action, suits or liability, known or unknown, fixed or contingent, on account of injury or loss to the Organization, its' representative in this present Contract, and its' members and its' guests attending the Event allegedly sustained or received by the organization, or that might subsequently accrue to any one or all of them by reason of any matter or thing whatsoever, and particularly growing out of or in any way connected with the Organization's use of Glencoe Golf Club facilities for the Event or for any preparations for the Event on Glencoe Golf Club premises.

I FULLY UNDERSTAND THE SPECIAL EVENT TERMS AND CONDITIONS AND HAVE INITIALED PAGES THAT APPLY.

SIGNATURE: _____

DATE: _____

For office use only:

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